

Brooklyn Friends School, Preschool/Lower School Librarian, Job Description

Brooklyn Friends School seeks a full-time Preschool/Lower School Librarian beginning in the 2019-2020 school year. The ideal candidate will be passionate about working with children in a school library setting. PS/LS Librarian will co-develop and co-teach the Preschool/Lower School library curriculum. Other responsibilities include collaborating with Preschool/Lower School faculty and technology integrators and performing reader's advisory and instruction on the use of the library resources for Preschool and Lower School students and faculty.

Requirements for this position are an MLS/MLIS degree, experience teaching preschool and lower school students, preferably in a library setting, a strong desire to work with preschool and lower school students in an energetic program, facility with technology, knowledge of information literacy and enthusiasm for children's literature. BFS seeks candidates with a strong personal interest in and commitment to issues of diversity, inclusivity and social justice. People of color and members of other underrepresented groups are encouraged to apply.

Job Overview:

The PS/LS librarian will co-develop and co-teach the Preschool/Lower School library curriculum. Other responsibilities include collaborating with Preschool/Lower School faculty regarding research and literature needs, working with technology integrators, performing reader's advisory for Preschool and Lower School students and faculty, and instructing faculty and students on the use of the library website, databases and catalog.

Qualifications:

- An MLS/MLIS from an ALA accredited institution.
- Experience teaching preschool through fourth grade in a school library setting.
- A deep knowledge of children's literature and developmental needs.
- Proficiency in relevant technologies.
- The desire to help maintain a robust library program that seeks to promote collaboration with faculty.
- A demonstrated commitment to social justice, equity, diversity and inclusion.

Performance Responsibilities

Work directly with the Library Department Chair and Co-PS/LS librarian.

As a teacher, the PS/LS librarian instructs students in skills relating to reading, research, presentation, and evaluation of resources. Instruction is also provided for faculty, volunteers, and the BFS community.

Instructional:

- Collaborate with the library department chair, Co-PS/LS librarian, LS faculty, and technology integrator to provide a fully integrated curricular program for students.
- With Co-PS/LS librarian, provide instruction to 25 scheduled weekly classes of preschool through fourth grade students.
- Introduce digital information literacy through the organization of research sources and citation at age appropriate levels of instruction.
- Assist in the instruction of faculty in the use of digital resources including the online catalog (Destiny), databases, and apps.
- Help train Friends of the Library volunteers in book processing, shelving, and book fair planning.

As an information specialist, the PS/LS Librarian provides access to resources and devices which enable students and faculty to identify, locate, and interpret information and communicate their findings to others.

Curricular Development and Implementation:

- Assist with the ongoing review and development of curricula.
- Collaborate with classroom teachers, specialist teachers and technology integrators to provide an integrated program.
- Help maintain the library website.
- Coordinate library programming.

Community Resource Support:

- Suggest print and digital materials to faculty to support curricula, for class reading groups and read alouds. Provide bibliographies of materials at BFS for their use.
- Suggest materials to families and learning specialists to meet the individual needs of students.

- Provide reader's advisory to students to support reading pleasure and research needs.
- Assist in the creation of summer reading lists for grades PS-4.

Collection Development and Evaluation:

- Keep current with children's literature and be aware of student interests.
- Help in reviewing the current collection to insure cultural accuracy, inclusiveness, and relevance.
- Process new books and catalog resources using Destiny.
- Assist with weeding, repair and shelving of the library collection.

As a learner, the PS/LS Librarian is growing in knowledge by continuing to pursue professional development.

Professional Development:

- Participate in all-school, divisional, specialist, and department meetings as scheduled.
- Maintain current knowledge of the profession by attending conferences and workshops.
- Maintain current professional memberships.
- Read professional journals, newsletters and blogs.

Mission and Philosophy of the BFS Library:

However our students feel comfortable expressing themselves, experimenting with how they want to show up in the world, and perform themselves, there is a welcome mat laid at the door of the BFS Library. That is central to our work as librarians. We talk about books being valuable as both windows and mirrors. We make sure to bring in authors, illustrators, and storytellers who give us a new perspective and a reassuring look in the mirror. We want our library to create pride and celebration of all identities.

If interested please send resume and cover letter to Katie Ryan, Library Department Chair at libraryposition@brooklynfriends.org